

BUSINESS JUSTIFICATION FOR THE DEPARTMENT OF HUMAN RESOURCES

EXECUTIVE SUMMARY

1. Allotment Code 319.01

One position in DOHR's Systems division has been identified for possible elimination. Because the job duties of the various job classifications in the division can be spread among the remaining employees, all positions in the division, with the exception of the director position, will be eligible for the buyout.

No positions will be targeted in the Administrative Services division. The most likely position for elimination would be the Clerk 2 position; that position is currently filled by a part-time employee who is ineligible for the buyout.

2. Allotment Code 319.03

The Division of Technical Services consists of four business units: Office of Applicant Services, Class-Comp Office, Exams Development Office, and Office of Technical Services.

Since the Division of Technical Services provides HR support throughout State government and, thus, requires several highly professional job classifications and a large technical and clerical support staff, this review focused on three job groups. They are:

- The Clerk classifications (Clerk 2 and Clerk 3) are used in two of the four business units in the Division of Technical Service. The decision to make buyout offers across the Division for employees in the clerical class series was made because the commonality of the kinds of work performed. Three positions in these two job classifications were identified for elimination.
- Professional level positions used by each Business Unit within the Division. The decision to focus buyout offers within the Business Unit that will lose a position in a professional job class was made because the knowledge, abilities, and skill sets of the work performed by each Business Unit. One position of two different job classifications were identified for reduction. One job classification is used in Class-Comp Office and the other is used in the Exams Development Office. At the end of May, a Class-Comp employee in the designed job class resigned. This vacated position will be eliminated. All employees in the Examination Development Office who are in the designated job classifications will be offered an opportunity to participate in the buyout.
- Director/managerial/supervisory level positions used by each Business Unit within the Division. The decision to focus the buyout offer at the director/manager/supervisor level within was, like the professional level job classes, limited to the Business Unit because the knowledge, abilities and skills sets required to adequately manage the technical expertise required by the affected Business Unit. Two positions were identified for reduction. One manager position was selected and will involve only one employee in the business unit. One supervisor was selected in another business unit, but involves two employees. Both will be offered.

Business Justification and Assessment

1. Allotment Code 319.01

The systems division provides the analysis for the development and maintenance of mainframe systems, and supports the internal, as well as statewide users of these systems. The advent of Edison will affect the need for some of the systems services. It is unclear at this point which functions might be affected most. Because it is difficult to predict Edison's impact, the decision was made to absorb the duties of the one position eliminated through the buyout program into other remaining positions. All seven persons in the systems division will be eligible for the program; however, only one position will be eliminated.

2. Allotment Code 319.03

a. Division of Technical Services

The clerical job class series (Clerk 2 and Clerk 3) provides a variety of job duties for several work units in the Office of Applicant Services and Class-Comp Office with the Technical Services Division, allotment code 319.03. There are six VBP eligible Clerk 2s and 3s assigned to this division. All six clerks will be given the opportunity to participate in this Voluntary Buyout Program. Three of these six positions have been selected to be eliminated. The clerical job assignments can be redistributed among existing staff.

b. Office of Applicant Services

This business unit has two Administrative Services Assistant 4 positions. One is the supervisor over the Testing Room, while the other supervises the Field Testing group. One position will be eliminated with the supervisory responsibilities being assumed by the Applicant Services HR Program Manager.

c. Examination Development Office

The business unit consists of seven VBP eligible HR Examination Analysts, one HR Research Psychologist and one HR Program Director 4.

A review of the current work load in this office does not support the continuation of seven HR Exam Analyst positions. The work load can at times be heavy and the validation process required of the work produced in this office can require months of diligent work. At the same time, the current work load can be leveled with the State's position reduction program. The selection of this position is being made based on our best overall judgment of the total work program in the Division of Technical Services. Due to these reductions, the Department is faced with recommending a reduction in services to the various agencies across State government. All seven HR Examination Analysts (Analyst 2s and 3s) will be offered, only one position will be eliminated.

d. Classification-Compensation Office

This Business unit consists of five VBP eligible Class-Comp Analysts, one HR Program Manager and one HR Program Director 4. The analysts report to the HR Program manager who reports to the HR Program Director.

With two high level HR management level positions, this office is top heavy. The elimination of the HR Program Manager position will reduce the Office of Class-Comp from two management level positions to one. The Director will assume the duties of the manager.

Because the Classification-Compensation Office is considered a business unit, no other positions in this job class in the Department will participate in this voluntary buyout.

In addition, the recently vacated Class-Comp Analyst position will be eliminated.

A handwritten signature in black ink, appearing to read 'Deborah E. Story', followed by a long horizontal line.

Deborah E. Story, Commissioner
Department of Human Resources

June 11, 2008